

(6) Reporting of Lost, Stolen, or Missing PPGBLs. The prefix symbol and serial number of blank original PPGBLs or preassembled sets that have become lost, stolen, or are unaccountably missing or otherwise beyond the control of the issuing officer shall be reported to the disbursing officer responsible for payment of transportation accounts.

(7) Recovery of Lost, Stolen, or Missing PPGBLs. When PPGBLs reported as lost, stolen, or missing are recovered, they will not be placed in stock and used unless the number recovered is 20 or more. In this case, the symbols and serial numbers will be reported to the proper disbursing officer. Quantities less than 20 will be recorded as prescribed in paragraph 11002 .b. (5) and then destroyed.

c. Issuing Officer. Only authorized or acting PPSOs may issue PPGBLs. Such authorized persons may be military personnel or civilian employees of the Government on duty at the issuing office. As stated in 41 CFR 101-41.302.4, accountability for GBLs used by a contractor- shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor- shipper, must appear on the GBL.

d. Format.

(1) The PPGBL consists of five separate basic forms. It is produced in a seven-part carbon- interleaved set for simultaneous preparation. The standard form numbers, form title, color and distribution are described in paragraph 11004.

(2) In all instances, the PPGBL-original (SF 1203) , shipping order (SF 1204), and the freight waybill-original (SF 1205) shall be given to the initial carrier or designated agent for the carrier before the shipment is packed and/or picked up. The carrier shall sign and date the original PPGBL where the certification is printed -Certificate for Receipt of Shipment and original Bill of Lading .-

11003. Preparation of the PPGBL.

a. The following preparation instructions are keyed to the numbered blocks appearing on the PPGBL. When different entries are required due to different methods of shipment (such as TGBL, DPM, mobile home, or W), instruction by shipment method is provided. In all other cases, the entry data provided shall be the same for all methods of shipments.

b. (Block 1) Transportation Company and Agent Tendered To. Enter the full business name of the initial line-haul carrier to which the shipment is tendered . The business name shall include the words "company," " incorporated," or " limited, " as appropriate. (These words may be abbreviated

as co. , inc. , and ltd) . No other company or carrier abbreviation, initial, or symbol may be used. Enter the name of the carrier's booking agent or the first agent in the IOI in parentheses after the business name of the initial line-haul. carrier.

c. (Block 2) SCAC . Enter the four-position SCAC assigned to the initial line-haul carrier by the National Motor Freight Traffic Association.

d. (Block 3) Service Code.

(1) TGBL Shipments . Enter the appropriate code of service; such as code 1, code 4, or code J.

(2) DPM Shipments . Enter the applicable Win-position DPM alpha code such as HE, PA, or VG. DPM alpha codes are defined in Appendix D.

(3) Mobile Hams . Enter the code "S".

(4) POVs . Enter the code "C".

*e. (Block 4) Shipment Number . When more than one shipment is made for an individual member, the PPGBLs shall be numbered in the same sequence as the DD Form 1299 (for example, 1 of 3, 2 of 3, 3 of 3) . When only one shipment is made, enter " 1 of 1".

*f. (Block 5) Date PPGBL Issued . Enter the calendar date (day, month, and year) (such as 3 Nov 93) on which the first entry is made in preparing the PPGBL .

*g. (Block 6) Requested Packing Date . Enter the calendar date (day, month, and year) (such as 4 Nov 93) on which the carrier is to begin packing a TGBL shipment .

h. (Block 7) Requested Pickup Date.

* (1) TGBL . Enter the requested pickup date or the date on which the carrier has agreed to pick up the shipment (such as 5 Nov 93) .

(2) DPM.

(a) Enter the date the shipment is picked up at the member's residence, contemporary storage facility etc. , in cases where such pick up is performed by a DPM packing contractor.

(b) Enter the scheduled date of pick up by the common carrier in all other cases, such as, pick up at APOD/WPOD or PPSO installation facility.

*i. (Block 8) Required Delivery Date . Enter the RDD (day, month, and year) that the shipment is required at the destination shown in block 18 (such as 29 Feb 94) .

(6) Property Received Copy
(Yellow) SF-1203A

Forward to the destination PPSO, who has final delivery responsibility, with required supporting documents, to arrive in advance of the shipment. BLUEBARK shipments should be so annotated and forwarded via certified mail. Notify destination PPSO by telephone or message of BLUEBARK shipment.

(7) Property Shipped Copy
(Yellow) SF-1203A

Disposition is as follows:

For TGBL Shipments - Retain in an origin suspense file pending receipt of the accounting copy. Upon receipt, annotate the Property Shipped Copy and place in the shipment file.

For DPM Shipment - Retain in the origin shipment file.

c. PPGBL Cancelled After Distribution. When a PPGBL must be cancelled after partial or complete distribution, a memorandum copy (and reproductions as necessary) shall be clearly marked "cancelled" and forwarded to each recipient of the initial distribution. Also, when a PPGBL Correction Notice, (SF 1200, Figure 11-2) is prepared, a complete distribution will be made in accordance with paragraph 11006.

d. Substitute Documents Issued for a Lost PPGBL.

(1) Issuance. When it is evident that the original PPGBL has been lost or destroyed, the carrier shall forward the original Freight Waybill (SF-1205) to the appropriate finance center for payment. When both the original PPGBL and the original Freight Waybill have been lost or destroyed, the carrier shall request a certified memorandum copy for use as a substitute billing document. The origin PPSO shall annotate the certified memorandum copy as follows: "I certify that the services shown on this freight waybill were requested." This certified memorandum copy will be signed, dated, and returned to the carrier for billing.

(2) Records and Control. The PPSO shall note all memorandum PPGBLs in the PPGBL accountability record and promptly shall notify the responsible paying finance center so the finance center may take steps to preclude duplicate payment of the transportation charges. Should the original PPGBL be located after the certified memorandum is presented for payment, it shall be forwarded to the appropriate finance center, where it will be voided.

***11005 . U.S. Government Bill of Lading Correction Notice**
(SF 1200, Figure n-2) .

*a. Preparation of the U.S. Government Bill Lading Correction Notice (SF 1200, Figure 11-2) . A GBL Correction Notice must be issued for any alterations and/or corrections to a PPGBL.

(1) This section provides guidance and instruction in the preparation of the GBL Correction Notice (SF 1200) for making alterations and corrections to PPGBLs .

(2) The subsection below is keyed to the numbered blocks on the GBL Correction Notice (SF 1200) .

(a) Date Notice Prepared (unnumbered) . Enter the date the SF 1200 is prepared.

(b) PPGBL Number (Block 1) . Enter the prefix symbol and serial number of the PPGBL being corrected. Only one PPGBL will be corrected on each SF 1200.

(c) Date PPGBL Was Issued (Block 2) . Enter the issue date shown on the PPGBL being corrected.

(d) Total Weight Shown on PPGBL (Block 3) . Enter the total weight shown on the PPGBL.

(e) Origin (Block 4) . Enter the name of the origin address as shown on the PPGBL .

(f) Destination (Block 5) . Enter destination address as shown on the PPGBL.

(g) Route (Block 6) . Enter route shown on "via" block on the PPGBL . Leave blank if no route is shown on the PPGBL.

(h) Issuing Office (Block 7) . Enter the name of the activity who issued the PPGBL.

* (i) To (Block 8) . Enter name, address, and zip code of carrier or activity to which the original SF 1200 is to be sent.

(j) Payment Data (Block 9) . self explanatory.

(k) From (Block 10) . Enter name, address, and zip code of activity issuing the SF 1200.

(l) Bill of Lading Now Reads (Block 11) . Enter information from the PPGBL which is to be corrected. If the SF 1200 is being issued to include information emitted from the PPGBL, enter the words "information omitted" in this block.

(m) Correct Bill of Lading to Read (Block 12) . Enter information to be shown on the corrected PPGBL.

(n) Authority for Correction (Block 13) . Enter information which justifies correction.

(o) Remarks (Block 14) . Enter remarks as appropriate pertaining to the correction being made.

(p) Information Copy (Block 15) . Enter name, address, and zip code of all the recipients of SF 1200, excluding the addresses shown in blocks 8 and 10.

(q) Signature and Title of Initiating Official (Block 16) . self -explanatory .

(r) Carrier Representative Signature (Block 17) . -- self -explanatory .

11006. Distribution of the Government Bill of Lading--Correction Notice (SF 1200).

a. When transportation charges are affected by the alteration or correction, the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

- (1) A copy to consignee.
- (2) A copy to the appropriate disbursing officer.
- (3) Original and one copy to the originating carrier.
- (4) Copy to the office of the shipper service.
- (5) Copy to be attached to the consignor copy of the PPGBL.
- (6) Copies to all other addresses shown in " Information copy to" (block 15) .
- (7) Copy retained by the initiator of the SF 1200.

b. when the disbursing office or appropriation data changes the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

- (1) Original to the initial disbursing office.
- (2) Copy to the new disbursing office as amended.

(3) Two copies to the consignee.

(4) Copy to the office of the shipper service.

(5) Copy to origin carrier.

(6) COPY to be attached to the consignor copy of the PPGBL.

c. When any other alterations or corrections are made, the SF 1200 shall be prepared in sufficient quantity to permit the same distribution as stated in paragraph 11006 .a. above.

11007. who May Issue an SF 1200 (GBL Correction Notice) .

*a. Issuing Officer. In all cases where the issuing officer detects that an alteration or correction is required, the issuing officer shall initiate the SF 1200 and make distribution in accordance with paragraph 11006.

b. Consignee.

(1) When the consignee considers it necessary to make alterations or corrections which have not been authorized by the issuing officer, the consignee will notify the issuing office by electrical means or in writing, unless it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment. If a reply to this notification is not received within 30 days, alterations or corrections will be made by the consignee.

(2) When it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment, the consignee will make the necessary alterations or corrections without the issuing officers authorization.